How to Prepare an Image to Upload to the KASOL Image Bank

- Open your image: **FILE | Open**
- When the image is open, go to **Image | Size**

- Document Size: Make sure resolution is 72
- Under Pixel Dimensions: change largest picture dimension to 1920 pixels
  if inches are showing as measurement instead of pixels, use the drop down arrow
  next to inches to select pixels.

- Go to Color Picker, click on arrow in corner of black & white cubes
  Make sure background color is black (*see picture*)

Click Arrow so
White Square
is on top of
Black Square

It's okay if the cube on top is white, the most important thing is that the cube on the bottom is black.

- **Go to Image | Canvas Size on the tool bar at top of page**
- Make sure your anchor is in the center (white box in center of 9 boxes with arrows)
- Now change the other dimension to 1920 pixels so that both Height & Width are 1920 pixels.

- Click OK

You should now have a copy of your image with a Black background.

- If the image is too large to see go to **VIEW | FIT ON SCREEN**

SAVE YOUR FILE WITH A NEW NAME

- Go to **File | Save As** (*this is very important, because you don't want to save over your original image*)
- Save file as **JPEG | Medium Compression** or number **5**